S-E-C-R-E-T

23 December 1960

MEMORANDUM FOR: Assistant Director, Central Reference

SUBJECT   : Overseas Trip Report

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1. [_____] I departed for Wiesbaden, Germany on 10 days TDY with United States Air Force, Europe. The purpose of the trip was to instruct USAFE personnel in the application of the revised Intelligence Subject Code (ISC).

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3. Attached is a report in more detail than the briefing given at the Staff Meeting on 1 December.

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[_____]

Staff Assistant/Document Division
Office of Central Reference

Attachment:
    As stated above.

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Attachment

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Overseas Trip Report - [ ]

A. **Purpose of Trip**

To instruct USAFE military and civilian personnel in the use of the revised Intelligence Subject Code.

B. **Itinerary**

21 October	Left Washington
22 October	Arrived Frankfurt, Germany
22 - 25 October	Frankfurt, Germany
25 October - 5 November	Duty Lindsey Air Force Base, Weisbaden, Germany
5 November - 19 November	Leave status
20 November - 23 November	[ ] 25X1
23 November	Return to Duty

C. **General**

1. At the request of USAFE Intelligence Division, I was assigned to duty at USAFE Headquarters, Lindsey Air Force Base, Weisbaden, Germany for two weeks to give instruction in the use of the revised Intelligence Subject Code (ISC) for indexing collection requirements and intelligence reports.

2. Prior to departure I had been advised that the Intelligence Co-ordinating Committee, Germany, which includes all military services and DAD, had agreed to use the revised ISC for indexing the theatre collection requirements. Since [ ] of the [ ] chairs the Committee, Mr [ ] requested that I report to the [ ] for a briefing on the activities of that Committee.

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3. Before proceeding to Weisbaden I was briefed (on Sunday) by [ ] a former document analyst, Document Division, who had been orienting the Committee on the use of the ISC.

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4. The Committee plans to publish a monthly machine listing of collection requirements compiled from listings from each collection activity for the purpose of showing duplication and gaps in collection. The sample listings which were to be pre-

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sented to the Committee in December for approval included the
ISC Code, the modifier in clear text, the area (a 2 character
digraph - only Soviet Satellite areas involved) the dates of the
requirement and its fulfillment, the subject of the requirement in
clear text, the collecting agency, and the requester. I asked
[   ] for a sample listing which he was to send to me at
Weisbaden. It did not arrive while I was there.

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5. [   ] felt self sufficient and did not desire assistance
from me except to discuss with [   ] some details of the
revised ISC and some rules of application developed for coding the
collection requirements.

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6. The two weeks in Weisbaden from October 23 through November 4 were
spent as follows:

(a) October 24-28: Teaching a class of Air Force civilian and
military personnel how to use the ISC. Twenty-two, ten of
whom were supervisors and systems consultants, attended the
first two days. The twelve remaining spent the following
three days actually indexing training materials which I had
taken with me.

(b) October 31-November 4: Visiting the following components
represented in the training class to discuss individual
problems and to answer further questions on the ISC and on
indexing reports and requirements.

USAFE Intelligence Directorate (Lindsey):

I spent time with the Disseminators (two sergeants and
three airman) who will be coding reports for input into the
IBM 1410 computer when it is installed in April 1961; with
the Collection Requirements Control Staff (1 GS-12 and
2 sergeants) who already have well organized, effective IBM
card control supplemented with dossiers for internal USAFE
use. The new IBM card for the theatre listing will be a by-
product from the card now in use; and with the Finished
Intelligence Library, a very small collection catalogued
with 1st three digits of the ISC.

7000th Support Wing, Rhein Main Air Base, Frankfurt

I spent one day in conference with Major Hunt, the Librarian, and staff members who had attended the training class. We discussed the many problems confronting them in setting up a storage and retrieval system (IBM). Major Hunt was very appreciative of my visit there and stated that our Intellofax Manual which I gave to him would assist him greatly in working out details of his system. I visited four sections where it was proposed that the ISC be used: the Technical Library (Fin Intell), the Reports Section, the Collection Requirements Section, and the Operational Data Library (Targets). It was decided that day not to code the finished intelligence but to retain the relatively simple cataloging system in use; I told Major Hunt that I would arrange for him to receive the IPI as partial resolution of the fin intell problem. I spent time in the Reports Section discussing the importance of good titles as well as coding. Major Hunt was most interested in the Bell & Howell development of first page print on IBM card for future use in the Operational Data Library (Targets - generally known there as the Snag file). I explained that such equipment was not yet on the market but told him I would send him some literature if it were available. Although I visited the Collection Requirements Section, I avoided any detailed discussion because they did not seem prepared and I had also been warned that it might be a "touchy" subject.

497th Reconnaissance and Technical Squadron at Schierstein

I visited Capt. Gallegher, Chief, Library Services and Dr. Bevins, the consultant on mechanization. Because of rigid security restrictions, I was not told the responsibility of this activity, but I gathered that it might be a records center as they were interested in machine control of documents.

7. On the last day at Lindsey Air Base, my sponsor at USAFE, Major Henry Sanders of the Plans and Training Staff, introduced me to Colonel Hurley, Chief of Plans and Programs, Intelligence, whom I briefed on my activities. Brigadier General C. M. Young, DCS/Intelligence was not in his office so I did not have the opportunity to talk with him.

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D. Reaction to the Revised ISC

The revision is favorably received. A few minor revisions and
changes suggested during the USAFE training class will be submitted
to the CODIB Subcommittee on Classification for approval and inclusion
in the first ISC supplement to be issued early in 1961. I invited
users, as they gained experience, to submit changes and revisions via
their appropriate channels to the Subcommittee for consideration.
The Intellofax Manuals which I took with me were popular hand-outs.
Of particular interest were the systems chapters. I feel that we could
strengthen the revised ISC by developing a manual for its use which
would then accompany the ISC. I think that people should not teach
themselves (I saw some results) but many will be called upon to do so
in the field commands and a manual would be a useful training tool.
I shall submit this suggestion to the Subcommittee on Classification.

E. Appreciation of CIA Assistance

Appreciation of CIA's assistance in implementing the ISC was
evidenced in all USAFE offices that I visited. I know that expert
coders were not developed with one week's training but the group's
assimilation of the ISC and their attitude toward the training given
them was gratifying. In most of the staffs the use of the ISC will be
limited for some time; but as General Young, DCS/Intelligence, USAFE,
said in his letter of appreciation the instruction provided gave them
the capability of expanding their utilization as their systems develop
further.